

# INDIANA DEPARTMENT OF EDUCATION SUPPLEMENTAL EDUCATIONAL SERVICES

## 2007-2008 COMPLIANCE AND ON-SITE MONITORING REPORT FOR:

### Failure Free Reading

DOCUMENT ANALYSIS		OBSERVATION		COMPLIANCE	
Tutor Qualifications	<i>Satisfactory</i>	Lesson matches original description		Criminal Background Checks	
Recruiting Materials		Instruction is clear		Health/safety laws & regulations	
Academic Program		Time on task is appropriate		Financial viability	
Progress Reporting	<i>Unsatisfactory</i>	Instructor is appropriately knowledgeable			
Assessment and Individual Program Design	<i>Satisfactory</i>	Student/instructor ratio:			

*(As per the on-site monitoring rubric instructions, while monitoring/ observation of SES providers is completed annually, document and compliance analysis is completed every two years. Since Failure Free Reading's document and compliance analysis was completed during the 2006-2007 school year, an observation and only a limited document analysis was completed for the 2007-2008 school year).*

**Due to scheduling conflicts, IDOE was unable to complete an on-site monitoring visit to observe tutoring for this provider. An on-site monitoring visit will be completed during the 2008-2009 school year.**

### **ACTION NEEDED: NONE**

- Provider submitted corrective action plan stating how it will ensure progress reporting requirements are met in the future.

## On-site Monitoring Visit Rubric DOCUMENT ANALYSIS Components

**NAME OF PROVIDER:** Failure Free Reading  
**REVIEWER:** S.T.

**DATE DOCUMENTATION RECEIVED:** April 21, 2008

Providers are required to submit documentation for each component during the site visit. If documentation is not available on-site, the director or head of the provider's organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence could result in removal from the approved provider list.** Providers will be given an Unsatisfactory or Satisfactory for each component. Providers receiving an Unsatisfactory for any component may be required to address deficiencies within 7 calendar days of receiving their final report.

COMPONENT	DOCUMENTATION NEEDED	DOCUMENTATION SUBMITTED (IDOE use only)	UNSATISFACTORY	SATISFACTORY	COMMENTS
Tutor qualifications	<b>ALL</b> of the following:  -Documentation of professional development opportunities in which tutors have participated (i.e. sign-sheets, agendas, presentations, certificates of completion, etc.)	-Training DVD -Professional development PowerPoint -Teacher Manual -Certificate of training completion		<b>X</b>	-Professional development training begins with an orientation training that shares information regarding the provider's curriculum, teaching methodologies, tutor instructions for setting up each session, a review of the program software, and other details essential to creating an effective learning environment for students. In addition, tutors receive a training DVD that is used as a reference tool periodically throughout the program when tutors need a review or more extensive training on any of the provider's program content. Lastly, the provider also sends electronic updates and resources to tutors as necessary; -Documentation submitted verifies tutors completed professional development training.
Progress Reporting	<b>ALL</b> of the following:  -Progress reports (see IDOE e-mail for details regarding the request for progress reports) -Timeline for sending progress reports -Documentation of reports sent	-Documentation of reports sent -Progress reports -SES Contract -SES Agreements -Progress reporting timeline	<b>X</b>		-According to one school district, the district received timely progress reports, however, teachers did not receive progress reports even though the SES Contract states the provider will send progress reports to parents, the district and teachers; -Progress reports do not include all of the components required by IDOE (as per the memo sent to providers from December 2007). Many progress reports did not include assessment results, student goals, or an update on how students were progressing on all goals.

COMPONENT	DOCUMENTATION NEEDED	DOCUMENTATION SUBMITTED (IDOE use only)	UNSATISFACTORY	SATISFACTORY	COMMENTS
Assessment and Individual Program Design	<p><b>ALL</b> of the following:</p> <ul style="list-style-type: none"> <li>-Explanation of the process provider uses to develop Individual learning plans for each student</li> <li>- Pre-assessment scores and Individual learning plan for at least one student in each subject provider tutors (any identifying information for the student(s) must be blanked out)</li> <li>-Explanation and evidence regarding how provider's pre and post-test assessment correlates to Indiana academic standards.</li> </ul>	<ul style="list-style-type: none"> <li>-Pre-test scores and Personal Education Plans</li> <li>-Flow chart and description of process for developing Personal Education Plans</li> <li>-Evidence of assessment's correlation to Indiana Academic Standards</li> </ul>		<b>X</b>	<ul style="list-style-type: none"> <li>-Process for developing Individual Learning Plans was appropriate and includes decision making based upon feedback from parents and teachers, state test scores, and the provider's pre-test results;</li> <li>-Learning plans include student goals and address skill areas upon which students will work to accomplish their goals;</li> <li>-Assessment correlates with Indiana Academic Standards.</li> </ul>